

# Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

<b>(1) FEDERAL ADVISORY COMMITTEE NAME</b> <i>State the legal name of the FAC</i>
<b>Breast and Cervical Cancer Early Detection and Control Advisory Committee (BCCEDCAC)</b>
<b>(2) AUTHORITY</b> <i>Identify the authority for establishing the FAC</i>
<p>The Breast and Cervical Cancer Early Detection and Control Advisory Committee was established under Section 1501 of the Public Health Service Act, [42 U.S.C. §300k], as amended. The committee is governed by the provisions of Public Law 92-463, as amended (5 U.S.C. App), which sets forth the standards for the formation and use of advisory committees.</p>
<b>(3) MISSION/FUNCTION</b> <i>Describe the mission/function of the FAC</i>
<p>The committee provides advice and guidance to the Secretary, HHS; the Assistant Secretary for Health, HHS; and the Director, Centers for Disease Control and Prevention (CDC) regarding the early detection and control of breast and cervical cancer. The committee shall make recommendations regarding national program goals and objectives; implementation strategies; program priorities, including surveillance, epidemiologic investigations, education and training, information dissemination, professional interactions and collaborations, and policy.</p>
<b>(4) POINTS OF VIEW</b> <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p>The BCCEDCAC consists of 14 members, including the Chair, selected by the Secretary, HHS or designee: 12 shall be knowledgeable in the field of medicine including public health, behavioral science, epidemiology, radiology, pathology, clinical medical care, health education, and surveillance; two members may be representatives of the general public with personal experience in issues related to breast or cervical cancer early detection and control. Members shall be deemed Special Government Employees.</p> <p>The selection committee will give consideration to a broad representation of geographic areas so long as the effectiveness of the committee is maintained.</p> <p>The committee structure also includes voting ex-officio members or designees representing Federal agencies including the Director, CDC; the Commissioner, Food and Drug Administration; the Administrator, Centers for Medicare and Medicaid Services; the Administrator, Health</p>

Resources and Services Administration; the Director, Indian Health Service; the Director, National Institutes of Health; the Director, Office on Women's Health, and such additional officials of the United States Government as the Secretary, HHS deems necessary for the committee to effectively carry out its functions.

#### **(5) OTHER BALANCE FACTORS**

*List any other factors your agency identifies as important in achieving a balanced FAC*

Appointments shall be made without discrimination on the basis of age, race, gender, sexual orientation, HIV status, and cultural, religious, or socioeconomic status. During the nomination process, the committee is reviewed in totality for balance with consideration given to a broad range of geographic areas. A balanced committee is characterized by inclusion of the necessary knowledge, insight, and scientific perspective from the community or expertise area which the members serve.

#### **(6) CANDIDATE IDENTIFICATION PROCESS**

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:*

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

CDC staff involved with the Breast and Cervical Cancer Early Detection and Control Program are responsible for recruiting members to fill vacancies. Recommendations for nominees are sought from a variety of sources including publication of a Federal Register Notice, agency recommendations, current committee members, searches of relevant professional associations, and stakeholders in the breast and cervical cancer and related cancer control community. The Designated Federal Officer (DFO), Division Director, Deputy Director, and other key staff in the Division of Cancer Prevention and Control are responsible for the initial review and evaluation of prospective members for competence and membership suitability.

Membership structure is outlined in the committee charter and describes the desired knowledge in the field of medicine, including public health, behavioral science, epidemiology, radiology, pathology, clinical medical care, health education, and surveillance.

The DFO keeps abreast of term ending dates and fills vacancies upon term expiration dates and/or resignations. Vacancies on the BCCEDCAC will be filled utilizing names from alternate committee member lists. Approximately nine to twelve months before a vacancy is to occur the DFO works with appropriate officials to discuss candidates and mechanisms to seek additional nominations. The DFO is also responsible for ensuring that vacancies are filled promptly.

Members shall be invited to serve for overlapping terms of up to four years, except that any member appointed to fill a vacancy for an unexpired term shall be appointed for the remainder of that term. Terms of more than two years are contingent upon the renewal of the committee by appropriate action prior to its termination. A member may serve 180 days after the expiration of that member's term if a successor has not taken office.

#### **(7) SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

This committee does not currently have subcommittees. If needed in the future, the process that will be used to determine advisory committee member balance for the parent Federal Advisory Committee will be used for any subcommittees that may be created. The subcommittees must report back to the parent committee and do not provide advice or work products directly to the agency.

**(8) OTHER**

*Provide any additional information that supports the balance of the FAC*

The advisory committee system enables the CDC to secure the professional expertise and support necessary to accomplish the mission set forth in the committee charter. The committee will consist of individuals possessing recognized expertise regarding breast cancer and young women. Members have experience and training necessary to evaluate information objectively and to interpret its significance in various circumstances.

Qualified candidates will be sought from professional and scientific settings, academia, industry associations, professional organizations and other agencies who are likely to have knowledge of qualified candidates. Nominations will be sought from appropriate staff within the agency as well as current and former members.

Special Government Employees are subject to federal financial conflict of interest requirements as required by the Ethics in Government Act of 1978.

**(9) DATE PREPARED/UPDATED**

*Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated*

**August 19, 2016**